

Site Review Tracking Form

This form is optional. Other methods of documentation may be used as long as they clearly show that all reviews are completed as required.

Each site must be reviewed at least 3 times per year, according to the approved CACFP application. At least 2 reviews must be unannounced. At least 1 unannounced review must include the observation of a meal service. No more than 6 months may elapse between reviews. All new sites, sites in new locations, or sites that have been closed more than one month must receive a pre-operational visit prior to program participation. New sites and sites in new locations must be reviewed within the first four weeks of program participation. If serious deficiencies are identified, the next review of that site must be unannounced.

Fiscal Year _____ (October 1 – September 30)

Site Name	Site Number	Pre-op visit	First Four week visit	Review 1	Review 2	Review 3	Follow-up review
		Date:	Date:	Date:	Date:	Date:	Date:
				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounced Y N
				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

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				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounced Y N
				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

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				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

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		Date:	Date:	Date:	Date:	Date:	Date:
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				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

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				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N

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				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal B A L P D E
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N